



USAID | RWANDA

FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: 72069622R100003
ISSUANCE DATE: May 23, 2022
CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 24, 2022, 17:00 Central Africa Time

SUBJECT: Cooperating Country National Personal Services Contractor (CCNPSC),
Acquisition and Assistance Specialist (2 positions)

Dear Prospective Offeror:


The United States Government, represented by the U.S. Agency for International Development's Mission in Rwanda (USAID/Rwanda), seeks from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. USAID/Rwanda will not consider incomplete or unsigned applications. Offerors should retain copies of all materials for their records.

This solicitation neither obligates USAID to award a PSC contract, nor commit USAID to pay any cost incurred in the preparation and submission of an offer.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,



Molly Steinbauer

Supervisory Executive Officer and Contracting Officer

I. GENERAL INFORMATION

1. POINT OF CONTACT: Human Resources Office, email at kigalihr@usaid.gov.

2. POSITION TITLE: Acquisition and Assistance (A&A) Specialist (**2 positions**)

3. MARKET VALUE: The full performance level of this position is equivalent to **FSN-11**, which is between 34,681,317 to 56,638,330 Rwandan Francs. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to FSN-09, which is between 21,853,212 to 35,543,018 Rwandan Francs and the intermediate level of this position is equivalent to **FSN-10**, which is between 25,579,227 to 41,306,263 Rwanda Francs.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Rwanda, final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

4. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.

Base period	August 29, 2022 to August 28, 2024
Option 1	August 29, 2024 to August 28, 2025
Option 2	August 29, 2025 to August 28, 2026
Option 3	August 29, 2026 to August 28, 2027

5. PLACE OF PERFORMANCE: Kigali, Rwanda (cooperating country) with periodic travel within the country as stated in the Statement of Duties. Additionally, as USAID/Rwanda is a regional Mission, this position may require travel to Burundi.

6. ELIGIBLE OFFERORS: Open to all interested CCN (Cooperating Country National) Candidates. "Cooperating Country Nationals" as defined in AIDAR, Appendix J, Section (1)(7) Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence, in the cooperating country.

7. SECURITY LEVEL REQUIRED: Facility Access/Employment Authorization

8. STATEMENT OF DUTIES:

Overview of position:

This position is established as an Acquisition and Assistance Specialist "Ladder" position, which includes positions at the FSN-09 (entry-level), FSN-10, and the full performance level of FSN-11.

The Acquisition and Assistance Specialist is located in the Regional Office of Acquisition and Assistance (OAA) in USAID's Mission in Kigali, Rwanda (USAID/Rwanda). The OAA in USAID/Rwanda has the extra responsibility of overseeing the development portfolio for USAID/Burundi. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in both USAID/Rwanda and USAID/Burundi. The role of the A&A Specialist is to provide support and guidance throughout the process of procuring resources and services that enables USAID to achieve its development strategy. The A&A Specialist does this by aiding in the creation of grants, contracts and/or cooperative agreements (collectively referred to as "procurement mechanisms"), and then facilitating the administrative oversight of these mechanisms.

The specific roles and duties of this position are presented below for the entry-level (FSN-09) and for the full performance level (FSN-11). These two position levels present the full spectrum of services that an A&A Specialist can expect to perform.

General duties at the entry-level (FSN-09):

The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

Major duties and responsibilities at the entry-level (FSN-09):

The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

The Specialist performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties at the entry-level (FSN-09):

- **Pre-Award Duties:** The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of

potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

- **Post-Award Duties:** The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.
- **Award Closeout:** The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Overview of duties at the full performance level (FSN-11):

a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties at the full performance level (FSN-11):

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past

performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting

issues; and, presents documentation to the CO/AO for signature.

iii. Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits

9. PHYSICAL DEMANDS: The work requested does not involve any rigorous physical demands; however it does involve (1) periodic travel via motor vehicle within Rwanda and/or Burundi, and (2) limited travel via airplane to Burundi.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

Full Performance Level (FSN-11):

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level-1, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level II & III courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to

complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds. S/he must participate in diversity, equity and inclusion trainings.

- d. **Language Proficiency:** Advanced professional proficiency/fluency in written and spoken English.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GOR context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

Intermediate Performance Level (FSN-10):

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level I, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level I certification is not required to achieve the FSN-10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. S/he must participate in diversity, equity and inclusion trainings.
- d. **Language Proficiency:** Advanced professional proficiency/fluency in written and spoken English.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and

inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GOR context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and noncompetitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

Entry-level (FSN-09):

- a. **Education:** Possession of a Baccalaureate Degree, or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution), degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in procurement or grant award and management, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*
- c. **Post-entry Training:** There are no specific pre-entry training requirements for this entry-level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered

appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP. S/he must participate in diversity, equity and inclusion trainings.

- d. **Language Proficiency:** Advanced professional proficiency/fluency in written and spoken English
- e. **Job Knowledge:** (a) Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required; and preferably (b) an understanding of United States Government (USG) regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or demonstrated ability to quickly gain such understanding, is required.
- f. **Skills and Abilities:** The ability to plan and administer simple A&A activities, and provide A&A support for USAID programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

III. EVALUATION AND SELECTION FACTORS

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels.

The Government may award a contract without discussions with applicants in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of applications with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applications in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

1. Basic Eligibility

The basic eligibility requirements for this position are:

- Be authorized to work in Rwanda;
- Submission of a complete application as outlined in the section IV;
- Be eligible to obtain security clearance for Facility Access;
- Be cleared medically to work at USAID/Rwanda;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary; and
- Be willing to travel to work sites, and other offices, as/when requested.

All internal candidates who meet the minimum qualifications, language and skills tests will be interviewed.

2. Evaluations Factors

The following evaluation factors will be used to evaluate all applications in the descending order of importance:

1. Interview
2. Cover Letter and CV
3. Skills Test

The "Interview" evaluation factor is more important than the "Cover Letter and CV" evaluation factor, and the "Cover Letter and CV" factor is more important than the "Skills Test".

These factors will be evaluated and scored by the technical evaluation committee using an adjectival rating system. Additional guidance regarding the technical evaluation factors are set forth below.

Evaluation Factor 1 - Cover Letter and CV

A. Cover Letter

The applicant must submit a cover letter that **must not exceed 2 pages**. The Cover Letter must demonstrate the applicant's (1) written communication, (2) clearly state why the applicant is interested in this position, and (3) how the applicant's technical expertise is applicable to the job requirements. In addition:

- The Cover Letter must include the name of the applicant and "solicitation number - 72069622R100003" at the top of each page.
- The Cover Letter should present a solid argument as to why and how the applicant's professional background and technical expertise are best suited for this position.

B. CV

At a minimum, the applicant's CV must present the following:

- The applicant's educational background must consist of a Baccalaureate Degree, OR at least 24 semester hours, in a discipline related to the job requirements (such as accounting, law, business, finance, contracts, purchasing, economics, or organization and management). Applicants with a degree in a different field of study are invited to apply but are instructed to demonstrate how the different field of study is directly applicable to the scope of this solicitation.
- The applicant's technical qualifications and job history. CV must demonstrate that the applicant possesses the minimum qualifications specified for this position and indicate a successful ability to execute the major duties presented in this solicitation.
- Demonstrate that the applicant possesses at least 5 years of relevant, professional experience.
- References. Minimum of three (3) references with name, occupation & job title, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The references will be asked to provide examples of the applicant's suitability for the position, and ability to be a successful team member in a contracting capacity. *The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner, and that they will be actively anticipating communication from USAID regarding the applicant's interest in this position.*

Evaluation Factor 2 - Interview

If USAID determines that the applicant possesses the requisite educational, technical, and/or professional experience, then it will invite the applicant to participate in an interview.

The interview will provide the applicant with the opportunity to elaborate upon the professional expertise presented in the cover letter and CV, and will provide the Technical Evaluation Committee (TEC) with the opportunity to evaluate the applicant's oral and interpersonal skills.

The interview will also focus on (a) how the applicant's past experience is applicable to the scope of work, (b) the applicant's approach to working in a team environment, and (c) the applicant's desire to learn and grow in this position.

Evaluation Factor 3 - Skills Test

Following the interview, the offeror will be sent a Skills Test, in the form of a case study, that largely resembles a common scenario that Acquisition and Assistance Specialists confront. This case study will test the individual's knowledge and understanding of this common task associated with the nature of the position described in this solicitation.

This Skills Test will be time-bound.

3. Selection Process.

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review the applications based on the listed evaluation factors (above).

This is a phased selection process. First, USAID/Rwanda will evaluate the applicant's Cover Letter and CV to assess technical and management expertise and qualifications in order to determine if the applicant should proceed to the interview. Following conclusion of the interview, the applicant will be instructed to complete a Skills Test.

IV. SUBMITTING AN APPLICATION (APPLYING)

1. Applicants are required to complete and submit the following information to the Point of Contact via email at kigalihr@usaid.gov :

- US Federal Employment, Form DS-174 (<https://www.usaid.gov/rwanda/documents/form-ds-174>) available on-line, and attached)
 - Cover letter no longer than one page in length.
 - Current résumé or curriculum vitae (CV) that includes at least three references.
 - Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.
2. Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**, with subject line indicating the solicitation number - 72069622R100003.

Only short-listed applicants will be contacted to participate in the hiring process.

3. To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation number in the application submission.
4. As this solicitation is for a “ladder” position, applicants must identify the FSN-equivalent level at which level(s) the applicant wants to be considered. If the TEC determines that an applicant is not qualified at the position level(s) the applicant identified, the applicant will not be considered further unless the applicant identified that they are willing to be considered at any lower level(s). An applicant who fails to identify any level for consideration, will be evaluated only against the full performance level.
5. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors -** The applicant will be required to show proof that the applicant is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

** See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet

3. Employee Contact form
4. Employee Dependency Report

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Health Insurance
 - b. Social Security Contribution
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Meal/Beverage Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance
 - d. Transport Allowance
 - e. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other

circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.
Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>[TBD]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>[TBD]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>[TBD]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

6. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development (USAID) and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.